Metro Hartford Information Services
PC End-User Training Schedule
Sept 2005 – June 2006

Course Name	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Introduction to Personal Computers (½ day 9-12)					**10** (9-12)				**3** (9-12)	
Working with Windows 2003 (½ day 9-12)	**13** (9-12)				**18** (9-12)				**10** (9-12)	
Word 2003										
Level 1	**15**			**6**		**9**		**25**		
Level 2			**2**				**7**		**30**	
Excel 2003										
Level 1		**18**		**8**	**26**			**9**		
Level 2			**8**				**14**			**13**

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Course Name	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PowerPoint 2003		12		13		15			18	
Access 2003										
Level 1		4		20		7			16	
Level 2			10				21			
Microsoft Internet Explorer (½ day (9-12)		13 (9-12)				2 (9-12)				1 (9-12)
Outlook 2003										
Level 1 (½ day – 9-12)		20 (9-12)		14 (9-12)		14 (9-12)				6 (9-12)
Level 2 (½ day – 9-12)			15 (9-12)				16 (9-12)			

Classes are available to all City of Hartford and Hartford Board of Education employees at no charge. They are scheduled from 9-4, except where indicated otherwise. For additional information regarding registration and course content call John Tuller, Metro Hartford Information Services, @ 757-9486 or e-mail at jtuller@metrohartford.net. Course descriptions and registration form are available on the City of Hartford Web Site: www.hartford.gov.

Please be certain you will be able to attend class(es) you register for. If you are unable to attend class please extend the courtesy of notifying me so others may attend in your absence. Department Head will be notified of those students who register but do not attend or call to cancel prior to the class.